

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

Description of Position	TITLE OF POSITION: Probation & Parole Aide	CLASSIFICATION CODE: 02827000
	SALARY RANGE: 318 A 29403-32533	REFERENCE POSITION NO.: 138014000-98
	Department or Agency Name CORRECTIONS	APPLICATION PERIOD: 9/10/03 - 9/16/03
	Division/Section/Unit REHAB SERVICES / PROBATION & PAROLE	3 day grace to 9/19/03
	Assignment(s) / Comments	
	Shift and Days: Monday-Friday 8:30-4:00	Job Location: Providence District Court/ Providence Superior Court
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIPPA	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To assist in the performance of intake procedures involving interviewing offenders, completing and interpretation of intake forms; to do research and gather case information; to obtain police reports and criminal records; to organize reports and prepare information for the courts; to retrieve and enter computer data; to attend court hearings and present information; and to do related work as required. Primary Supervisor is in Providence District Court, with shared assignment to Providence Superior Court (split assignment).		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: graduation from a senior high school; <b>and Experience:</b> Such as may have been gained through: considerable employment in a position with responsibility for the performance of complex clerical and routine administrative tasks in a supportive role directly related to the probation and parole unit's function; <b>Or</b> , any combination of education and experience substantially equivalent to the above education and experience. <u><b>In accordance with the RIPPA contract, every effort shall be made to fill the vacancy from within the bargaining unit (RIPPA).</b></u>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ms. Janet Colvin	<b>Telephone #:</b> (401) 462-3250
	Department of Corrections	<b>Fax #:</b> (401) 462-2685
	Office of Human Resources	<b>TTY/TDD #:</b> (401) 462-5180
	39 Howard Avenue	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER